

# *City of Fort Lauderdale...Working As One*

## Third Annual Outreach Fair

### April 16, 2003

The City of Fort Lauderdale invites you to attend the Third Annual Outreach Fair. The event is designed to educate and inform Minority, Women-owned and Disadvantaged Business Enterprise (DBE) vendors about the City's procurement practices and procedures, and provide a better understanding of how to do business with the City.

**WHEN:** Wednesday, April 16, 2003  
8:00 a.m. – 1:30 p.m.

**WHERE:** Fort Lauderdale Marina Marriott Hotel  
1881 S.E. 17 Street

**KEYNOTE  
SPEAKER:** Floyd Johnson, City of Fort Lauderdale  
City Manager

**ADMISSION:** The Third Annual Outreach Fair is free of charge and includes a continental breakfast and luncheon

**TO REGISTER:** Mail the attached registration form to:  
City of Fort Lauderdale Outreach Fair  
ATTN: James Hemphill, Senior Procurement Specialist  
Procurement and Materials Management Division  
100 N. Andrews Avenue, #619  
Fort Lauderdale, FL 33301

Or fax the registration form to:

City of Fort Lauderdale Outreach Fair  
ATTN: Kymberly Holcombe  
Fax: (954) 828-5074

Or RSVP Hotline: 954-828-4758

**CONTACT:** For more information, contact James Hemphill, Senior Procurement Specialist, at (954) 828-5143 or Kymberly Holcombe (954) 828-5083.



City of Fort Lauderdale • Procurement and Materials Management Division  
100 N. Andrews Avenue, #619 • Fort Lauderdale, Florida 33301



City of Fort Lauderdale • Procurement and Materials Management Division  
100 N. Andrews Avenue, #619 • Fort Lauderdale, Florida 33301

March 10, 2003

**TO:** ALL MINORITY, WOMEN-OWNED AND DISADVANTAGED BUSINESS ENTERPRISE VENDORS DOING BUSINESS OR HAVING AN INTEREST IN DOING BUSINESS WITH THE CITY OF FORT LAUDERDALE

**RE:** City of Fort Lauderdale's Third Annual Outreach Fair "Working As One"  
Wednesday, April 16, 2003

The City of Fort Lauderdale invites you to participate in the Third Annual Outreach Fair on **Wednesday, April 16, 2003, from 8:00 a.m. – 1:30 p.m.** at the Fort Lauderdale Marina Marriott Hotel located at 1881 S.E. 17 Street. The event will provide you with an opportunity to:

- Meet, greet and connect with City of Fort Lauderdale staff to bridge the gap in the delivery and procurement of goods and services;
- Enhance your understanding of the City's procurement practices and procedures;
- Participate in discussions where you will have a chance to express your views as a professional and explore issues related to doing business with the City;
- Provide you with resources from the Small Business Administration, Small Business Development Center, MetroBroward Economic Development Corporation, South Florida Regional Planning Council, the Internal Revenue Service, and the Broward County Extension Education Division to assist you with business planning, marketing, financing, and taxes, and more.
- Promote broader participation of Minority, Women-owned and Disadvantaged Business Enterprise vendors in all City projects, including commodities, services, construction, transportation, and more.

The Third Annual Outreach Fair is free of charge and includes both a continental breakfast and luncheon.

Enclosed is the event registration form. Please complete the form and return it to us via mail, fax, or RSVP Hotline 954-828-4758 by **March 28, 2003**. We look forward to your participation in the City of Fort Lauderdale's Third Annual Outreach Fair.

If you have any questions or need additional information, please contact James Hemphill, Senior Procurement Specialist at (954) 828-5143 or Kymberly Holcombe at (954) 828-5083.

Sincerely,

Kirk W. Buffington, C.P.M., Manager  
Procurement and Materials Management Division

Enclosure

# *City of Fort Lauderdale...Working As One*

## Third Annual Business Outreach Fair

### April 16, 2003

## EVENT REGISTRATION FORM

Are you a Minority, Women-owned or Disadvantaged Business Enterprise (DBE) vendor interested in doing business with the City of Fort Lauderdale? If you answered "Yes" register now for the:

***City of Fort Lauderdale...Working As One!***  
**Third Annual Outreach Fair**  
**Wednesday, April 16, 2003**  
**8:00 a.m. – 1:30 p.m.**

Fort Lauderdale Marina Marriott Hotel  
1881 Southeast 17 Street  
Fort Lauderdale, FL 33316  
(954) 463-4000

Meet members of the City's Procurement Division, Engineering Division, Executive Airport, and Community Redevelopment Agency. Enhance your understanding of the City's procurement procedures and learn about programs available to businesses! The event is free of charge and includes a continental breakfast and luncheon.

**REGISTRATION FORMS MUST BE RECEIVED BY MARCH 28, 2003**  
**FAX YOUR REGISTRATION TO: (954) 828-5074 OR**  
**RSVP HOTLINE 954- 828-4758**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NUMBER OF GUESTS  
AND NAMES (Limit two per company): \_\_\_\_\_

Fax the registration form to the fax number listed above or mail to:  
City of Fort Lauderdale Outreach Fair • ATTN: James Hemphill, Senior Procurement Specialist  
Procurement and Materials Management Division • 100 N. Andrews Avenue, #619 • Fort Lauderdale, FL 33301

For more information, please call Kymberly Holcombe at (954) 828-5083  
or James Hemphill at (954) 828-5143



City of Fort Lauderdale

**PARKING PASS FOR**

**LOT "B" AT 17 STREET BRIDGE  
UNDERDECK – WEST SIDE**

**CITY OF FORT LAUDERDALE . . . WORKING AS ONE  
THIRD ANNUAL BUSINESS OUTREACH FAIR**

**WEDNESDAY, APRIL 16, 2003**

**\*\*\* PLEASE DISPLAY PARKING PASS  
ON YOUR DASHBOARD \*\*\***

VALET PARKING AVAILABLE AT MARRIOTT FOR A FEE